



State of New Jersey
New Jersey Pinelands Commission

Form: OPRA01
Revised 08/07/02

GOVERNMENT RECORDS REQUEST

Important Notice : The reverse side of this form contains important information about your rights to request government records. Please read it carefully.

Requestor Information

See Reverse Side for Important Information

Please Print

First Name _____ MI _____ Last Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

Business Hours Telephone: Area Code _____ Number _____ Extension _____

Preferred Delivery: Pick Up _____ US Mail _____ On-site Inspection _____

Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that ***I HAVE*** / ***I HAVE NOT*** been convicted of any indictable offense under the laws of New Jersey or any other state or the United States.

Circle One: ***I AM*** / ***I AM NOT*** involved in litigation with the Pinelands Commission and/or other entity/entities related to the records I am requesting.

Signature _____ Date _____

Payment Method & Authorization:

Maximum Authorized Cost: \$ _____

Payment Method - **Check One:** Cash _____ Check _____ Money Order _____

Fees: Pages 1-10 @\$0.75
Pages 11-20 @\$0.50
Pages 21- @\$0.25

Delivery: Delivery/postage fees additional
depending upon delivery type.
Extras: Extraordinary service fees
dependent upon request.

THIS BOX FOR STATE USE ONLY

Received Date _____ Est. Delivery Cost _____
Ready Date _____ Est Extras Cost _____
Provided Date _____ Final Cost _____
Denied Date _____ Deposit _____
Total Pages _____ Balance Due _____
Est. Doc. Cost _____ Balance Paid _____

Request No. _____

Record Request Information.

See below for important information.

To expedite your request, be as specific as possible. Attach additional pages as necessary.

Submitting Your Open Public Records Act Request

Do not fax, e-mail or telephone requests.

Mailing your Request

Your completed form may be mailed to:
New Jersey Pinelands Commission
PO Box 7
New Lisbon, NJ 08064
Attention: Records Custodian

Hand Delivering Your Request

Your completed form may be hand delivered to:
New Jersey Pinelands Commission
15-C Springfield Road
New Lisbon, NJ
Attention: Records Custodian

IMPORTANT INFORMATION: PUBLIC ACCESS TO GOVERNMENT RECORDS

1. State Law requires that in order to request access to government records under the provisions of the Open Public Records Act, you must complete, sign and date this request form and deliver it in person or by mail during regular business hours to the appropriate custodian of the record requested. The Pinelands Commission will not accept submission of a request form by telephone, fax or email. Your request is not considered filed until the request form has been received by the appropriate custodian of the record requested.
2. If you (1) do not complete the Pinelands Commission request form; or (2) make a request for access by telephone, e-mail or fax; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the NJ Pinelands Commission.
4. Requests with estimated fees exceeding \$25 may require a 50% deposit. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
5. By State Law, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other state, or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
6. By law, the Pinelands Commission must notify you that it grants or denies a request for access to government records within 7 business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage or archived. If the record requested is not currently available or is in storage or archived, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for granting or denying your request or making records available.
7. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
8. If the Pinelands Commission is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
9. Except as otherwise provided by law or by agreement with the requestor, if the custodian of the record requested fails to respond to you within 7 business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.
10. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the Pinelands Commission to deny access. At your option, you may either file a complaint in writing with the Government Records Council (GRC) located in the Department of Community Affairs or institute a proceeding in the Superior Court of New Jersey. You may contact the GRC at 866-850-0511 (toll free) or 609-292-6830 or online at www.nj.gov/grc
11. Information provided on this form may be subject to disclosure under the Open Public Records Act.